

CITY OF MILWAUKIE

CLASSIFICATION: PARKS AND SUSTAINABILITY DIRECTOR

Department: Community Development
Location: Community Development

Grade Number: 21 (31) FLSA: Exempt
Management, Confidential Group
EEO Category: 1-Officials & Administrators

DESCRIPTION:

Plans, directs and administers all activities related to Parks and Sustainability efforts in the City and is responsible for a variety of public outreach, project management, and parks development programs. Coordinates the City's sustainability program and facilitates inter-departmental collaboration to support City sustainability efforts, including design, construction, maintenance, and operation of natural areas, storm water facilities, and landscaping at public facilities. The position focuses on internal government operations and supporting other governing bodies to develop community-wide initiatives that support a sustainable Milwaukie.

This position also staffs boards such as, but not limited to, the Riverfront Board and the Park and Recreation Board. Coordinates efforts for land acquisition and design for neighborhood, city, and regional parks within the City. Coordinates with the North Clackamas Parks and Recreation District for the provision of services to City parks and facilities. Represents the City on intergovernmental committees and agencies. Researches and writes grant proposals. Manages grants awarded to the City that relate to City parks, natural areas, trails, and paths. Makes recommendations to the Community Development Director on issues related to Parks and Sustainability. Presents findings and recommendations both in writing and orally to Director, City Manager, City Council and citizen groups.

This position works under the general supervision of the Community Development Director. As a member of the Department Director team, this position has direct input into City policies and procedures and advises the City Manager on related issues.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manages assigned contracts and program areas to achieve goals within available resources. Reviews progress of contracts and grants and holds contractors accountable for terms of contracts.
2. Assists in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates activities with other departments, agencies and contractors as necessary. Has responsibility for recommendations for land acquisition, development, and maintenance of parks within the City.
3. Coordinates with the North Clackamas Parks and recreation District for the provision of services to the City of Milwaukie. Typical duties include managing the IGA with the District, advocating for additional planning and maintenance services from the District, coordinating the activities of the District with those of City personnel, resolving issues arising from the delivery of service from the District, and responding to citizen inquiries related to parks issues.

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4. Develops and coordinates sustainability recommendations and plans for City facilities, programs, policies, and projects, including facilitation of intra-departmental and inter-departmental coordination to support City sustainability goals and policies.
5. Supports development of sustainability policies for City program areas. Provides research and policy support for integrating sustainability into existing City program areas, such as CIP planning, low-impact development and green building, land use and transportation planning, procurement, toxics reduction, and economic development.
6. Consults with City Departments, including Planning, Engineering and Operations regarding the design, construction, funding, and operation of natural areas, storm water facilities, and landscaping at City-owned or other public facilities.
7. Makes presentations to boards, commissions, civic groups and the general public as assigned. Prepares and delivers speeches, presentations, resolutions, ordinances, contracts, administrative policies etc., or drafts of such as necessary.
8. Manages and staffs citizen advisory boards.
9. Works with regional and state partners to coordinate planning and implementation of parks and sustainability efforts.
10. Coordinates and manages development projects.
11. Ensures requests for service, complaints, and requests for information are investigated and citizen receives a response.
12. May perform or coordinate any of the following responsibilities: gathers and organizes information on problem or procedures including present operating procedures; conducts operational effectiveness reviews to ensure functional or project systems are applied and functioning as designed; gathers and analyzes data; develops information and considers available solutions or alternate methods of proceeding; organizes and documents findings of studies and prepares recommendations for implementation of new systems procedures or organizational changes.
13. Researches grant programs. Prepares grant applications. Oversees and administers grants. Prepares a variety of studies, reports and related information for decision-making purposes. Conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment etc.
14. Maintains positive public relations with customers and is responsive to customer needs.
15. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
16. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. Job Preparation:

a) Education:

- i) Bachelors degree from an accredited college or university with a degree in planning or public administration; or environmental science
- ii) Any equivalent combination of education and experience.

2. Prior Experience:

a) Work Experience:

- i) At least (5) years of progressively responsible experience in contract administration, project management, public administration, planning or related field; or
- ii) Any equivalent combination of education and experience.

b) Necessary Knowledge, Skills and Abilities:

Necessary Knowledge, Skills and Abilities:

- i. Knowledge of project management principles and techniques.
- ii. Ability to manage development and planning projects.
- iii. Ability to draft, negotiate and oversee contracts for special projects and studies.
- iv. Ability to work with contractors to enter into agreements on behalf of the City and monitor progress.
- v. Knowledge of grant procedures.
- vi. Ability to facilitate public input processes and public meetings.
- vii. Ability to analyze, and interpret complex data and understand and synthesize legal and technical language to develop logical recommendations.
- viii. Ability to coordinate, negotiate and resolve conflicting points of view to obtain successful outcomes.
- ix. Ability to effectively provide liaison and coordination between the City and other agencies.
- x. Ability to research legal issues, draft and present recommendations to department heads, City Manager, Council, citizen advisory boards and other government agencies.
- xi. Ability to write complex technical reports and grant applications within prescribed timeframes.
- xii. Ability to make effective written and oral presentations.
- xiii. Ability to establish and maintain effective working relationships.
- xiv. Ability to work as a team member.
- xv. Ability to perform the essential functions of the job.

3. Special Requirements:

- a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License.
- b) Must be able to pass the department's security clearance standards including review of driving record.

4. Tools and Equipment Used:

- a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and telephones.

5. Supervision:

- a) May direct and oversee the work of temporary employees or provide project lead direction to regular status staff. This is not a supervisory classification.
- b) Operates under the general direction and supervision of the City Manager.

6. Communications:

- a) Has frequent contact with citizens, other City departments, other government agencies, contractors, professional services firms and the media.
- b) The communications are often complex and may be confidential.

7. Cognitive Functions:

- a) Work is performed highly independently with little direction. Some policies and procedures exist. Person in this classification determines own practices and procedures by contributing to the development of new concepts.
- b) Most problems are quite difficult requiring decision making with precedent occasionally available. An incumbent has significant control over the planning and performance of the work. Frequently requires creativity in developing solutions to problems where no past precedent exists.

8. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed mostly in office setting.
- b) Frequent site visits required to view projects. During site visits may walk on uneven terrain, stoop and bend.
- c) Frequent evening and weekend meetings.
- d) Responds any hours to emergency situations.

9. Resource Accountability:

- a) Administers budget for outside contractors. Some direct budget responsibility.
- b) Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Drafted: 10/18/12
Adopted:
Revised: